

Richland College
School of Engineering, Business, and Technology
972-238-6210

Course and Section Number:

IMED-2311-81965: Portfolio Development

Semester:

Fall 2018 and Spring 2019

Credit Hours:

3 credit hours

Class Meeting Days and Times:

DATES: 08/20/2018 to 05/30//2019

TIMES: B Days, 3rd period; 10:51 pm – 1:00 pm

Room:

Room NGHS 241

Instructor Information:

Instructor's name: Greg Morrissey

E-mail address: GAMorris@garlandisd.net

North Garland H.S. phone: 972-675-2130

Office Hours (Student Tutorials): M-Th 2:40-3:15

Mail Box Location: 2109 Buckingham Rd., Garland, TX 75042

Faculty Page Link: www.garlandisd.net/webcentral/staff/teacherdetails.cfm?id=3379

Prerequisite:

NGHS MST Digital Comm, Digital Art & Anim, and Digital Video 1819 (or equivalent).

Course Description:

Preparation and enhancement of portfolio to meet professional standards, development of presentation skills, and improvement of job-seeking techniques.

End-of-Course Outcomes:

Arrange and refine projects for presentation; identify current industry requirements for employment; develop a presentation portfolio; Major Video project and articulate the advantages of membership in a professional organization.

SCANS Skills:

The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills people need to succeed in the world of work. Richland College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this goal, these workplace competencies and foundation skills have been designed into the curriculum for this course:

- Decision Making - *specify goals and constraints, generate alternatives, consider risks, and evaluate and choose the best alternative*
- Responsibility - *exerts a high level of effort and perseveres towards goal attainment*
- Self-Management - *assesses self accurately, sets personal goals, monitors progress, and exhibits self-control*
- Integrity/Honesty - *chooses ethical courses of action*

Required Lab:

This class contains lecture and lab components. Students may need to put in additional time to complete assignments

Lab Hours:

Computer lab for this course is located at NGHS in Rm 241.

Hours for fall and spring semesters are: Monday - Friday: 12:51 pm to 1:00 pm

Textbooks:

Required textbooks are supplied.

Digital Graphics and Animation, Prentice Hall, ISBN 0-13-183709-5

Supplies:

Required supplies are supplied.

NGHS Raider Binder Policy

As one of its strategies to promote student success, NGHS requires that all students secure a single three-inch binder that will contain a section for each course they are taking. You should bring your "Raider Binder" to class each day. You should organize and maintain the section for this course per instructions. Failure to comply with the "Raider Binder" policy may result in an office referral and may impact your course grade. The binder procedure will be discussed during student assemblies the first week of school. Students will be able to purchase binders in the library for \$2.00. If you have any questions regarding this matter, please email Asst. Principal Jeffrey Dorman.

Course Outline:

Lecture/ Unit			
1: File Management			
2: Staging			
3: Stage Lighting			
4: Scripting			
Midterm			
5: Editing			
6: Portfolio			
7: Data Search			
8: Final Portfolio			
9: Final Exam			

Grading Procedure:

Grading Legend	Points Breakdown
A = 90 – 100 points B = 80 – 89 points C = 70 – 79 points D = 60 – 69 points F = 0 – 59 points	Classwork - 30 points Tests/Quizzes - 40 points MST Project - 20 points Binder/ Tech Essay - 10 points TOTAL - 100 points

PLEASE NOTE! Grade reports are no longer mailed. Convenient access is available online or by telephone. Use your student identification number when you log in to eConnect or call Touch Tone Services.

Grade Reports:

Final grade reports are not mailed to students. You may view your final grades via eConnect at econnect.dcccd.edu. From the Current Credit Student menu, select "My Grades" under "My Personal Information." If you are not already logged in, you will be prompted to do so. Select the grade type you wish to review. Press the submit button, and all grades for the selected grade type will be shown..

Academic Calendar:

2018-2019 NGHS Calendar: August 20, 2018 - May 30, 2019

Drop Date:

September 10 (M) is the last day to drop from this course without receiving an automatic "W" and without the course reflecting on your transcript.

Withdrawal Date:

November 15 (R) is the last day to withdraw from this course with an automatic "W".

Richland College's Quality Enhancement Plan ~ Learning to Learn: Developing Learning Power

Richland College is piloting its Quality Enhancement Plan (QEP) in select classes. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please log onto

<http://www.richlandcollege.edu/qep2013/>.

Academic Progress:

Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check [7Steps2Success](#) for more details.

Institutional Policies:

Institutional Policies including Stop Before You Drop/6Drop, Withdrawals, Repeating a Course, Financial Aid, Academic Honesty, ADA, Religious Holidays and the Campus Emergency Operation Plan & Contingency Plan are available at: <http://www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf>

NGHS Guidance & Counseling contact and support information may be found at:

<http://www.garlandidschools.net/page.cfm?p=46>

Classroom Policies & Procedures:

Please read the following classroom policies & procedures listed below.

1. Please treat all equipment with respect, as if it belongs to you personally.
2. Please be in your assigned seat when the bell rings.
3. Students are expected to be wearing Student ID badges at all times and please bring your school Binder to class each day
4. Passes from class are not expected to be used often, and no passes from class may be used during the first or last 20 minutes.
5. Passes from class are allowed with ID only (phone must be left with teacher)
6. Please be considerate of others in the classroom, and be respectful of everyone's participation.
 - Being a successful student requires that you participate in your learning! Join in the discussions, and please be respectful while others participate as well.
 - Please remain in your seat generally, and when the need arises for movement around the class, please ask for permission before leaving your seat.
7. Please be prepared to contribute to the class discussions as they are going on.
8. Every attempt to provide adequate class time for assignment completion will be given, however, it is your responsibility to attend tutorials or otherwise complete all assignments on time.
 - It is extremely important to save your project files in the assigned folder, with the assigned file name.

- Some of our quizzes and tests may be retaken before or after school. Please take this opportunity to raise your grade if there is room for improvement. Retake grades will be averaged together with the original score.
 - When absences occur, please remember that it is **your responsibility** to get make-up work before or after the instructional class period, or during tutorials.
9. Strict adherence to the Acceptable Use Policy is mandatory.
 10. Use of lab computers for streaming video or audio is not allowed during class.
 - During units of instruction during the course, there will be exceptions.
 11. The school rules are our class rules, too.

Attendance Policy:

In accordance with Garland ISD attendance policy, students are expected to attend class regularly. If you know you will be missing classes this semester, please speak to your instructor about days you will be missing so you can receive information on the lessons and assignments you will miss.

In the case of anticipated absences and actual absences, you should report your absence information to the NGHS Attendance office.

It is imperative students arrive to class on time and remain in class for all class periods.

Food and Drink Policy:

Except where otherwise determined by a faculty member, no eating or drinking is allowed in the classroom.

Web Server Posting Policy:

The Garland ISD Web Server is restricted to GISD network computer access, therefore your projects for this class will be posted on a web server not accessible by persons outside the GISD computer network.

Computer/Internet Use Policy:

Currently enrolled NGHS students have access to the school computer labs in rooms 234 & 238 for Multimedia educational and instructional purposes.

You are required to check in with and be supervised by your Multimedia instructor while using computer labs on the NGHS campus. You are expected to follow lab policies as well as the **Student Code of Conduct** specified in the student handbook.

Safety Policy:

Students should participate in this class in a safe, appropriate manner. We occasionally have to step over cords for the multimedia cart and/or computer equipment. We also need to watch out for boxes and paper, students' backpacks, etc. Students should begin to build good computing habits, designed to prevent eyestrain, carpal tunnel syndrome, etc.

Handheld Devices Policy:

Students must adhere to NGHS school policy regarding handheld devices. Please **turn OFF** all electronic devices during class, and do not access personal electronic devices during class.

Participation Policy:

Course participation is required. Ask questions and be involved with the lesson.

Students should not surf the Net, play games, send emails or work on unrelated homework/projects during class. Students should not disturb your neighbors during lectures and demos.

End of Each Class Policy (for face-to-face classes):

When you leave class for the day, please...

1. Log off from Windows and Novell.
2. Pick up and throw away any trash around your seat.
3. Push your chair back in place at your workstation.

Attention Continuing Education Students:

To receive a certificate for this course, you must make a grade of "C" or higher as a final grade. A grade average of 69% or lower is failing.

Continuing Education will not mail your certificate to you. If you do not receive your certificate the last day of class you will have to pick up your certificate at the Continuing Education Front Desk, T160.

Multimedia and Game Web Sites:

You may access your student projects on the district web server from any GISD computer at this address: <http://webdesign.garlandisd.net/> . GISD Film Festival entries may be accessed at <http://www.YouTube.com> .

<http://www.richlandcollege.edu/multimedia>

<http://www.richlandcollege.edu/game/>

<http://www.richlandcollege.edu/photography>

The Multimedia Learning Center is part of the Richland College School of Engineering and Technology.
Office: Wichita Hall, WH-101 • Phone: 972-238-6210.

Student Acknowledgement:

Please download, read and sign this [Student Acknowledgement](#) and turn it in to your instructor.

Or you can paste this URL into your browser window:

<http://www.mmlab2.rlc.dcccd.edu/calendar/StudentAcknowledgement.pdf>